



United Nations
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Executive Secretary

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Secrétaire exécutive

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NOTIFICATION TO PARTIES AND OBSERVER STATES

United Nations Climate Change Conference COP 26/CMP 16/CMA 3 31 October to 12 November 2021 Glasgow, United Kingdom of Great Britain and Northern Ireland

Further to the notification dated 28 June 2021 regarding the opening of the Online Registration System (ORS) and associated COVID-19 vaccine offer by the host country for the United Nations Climate Change Conference 2021, I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement that the link to the provisional agendas for the upcoming session of each governing and subsidiary body can be found on the [conference page](#).

The dates of the sessions of these bodies will be as follows:

- Twenty-sixth session of the Conference of the Parties (COP 26): 31 October to 12 November 2021;
- Sixteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 16): 31 October to 12 November 2021;
- Third session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 3): 31 October to 12 November 2021;
- Fifty-second to fifty-fifth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 52–55): 31 October to 6 November 2021;
- Fifty-second to fifty-fifth session of the Subsidiary Body for Implementation (SBI 52–55): 31 October to 6 November 2021.

Distribution: To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points, diplomatic missions accredited to the Federal Republic of Germany and to the United Kingdom of Great Britain and Northern Ireland.



The conference will take place at the Scottish Event Campus (SEC) (see <https://ukcop26.org/the-conference/venue/> and <https://www.sec.co.uk/>).

The opening of the conference and the first plenary meetings of the governing and subsidiary bodies will take place on Sunday, 31 October 2021.

The opening of the first part of the high-level segment for Heads of State and Government (World Leaders' Summit) will be held on Monday, 1 November 2021. The opening of the resumed high-level segment will be held on Tuesday, 9 November 2021.

Six annexes are attached to this notification:

- Annex I provides information on the preparatory meetings of the least developed countries, the small island developing States, the African Group, and the Group of 77 and China;
- Annex II provides information on the credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement for the session;
- Annex III provides preliminary information on the World Leaders' Summit and high-level segment of the session;
- Annexes IV and V provide registration forms for the high-level segment for Heads of State and Government and the resumed high-level segment, respectively;
- Annex VI provides general information for participants.

An additional communication on **the opening of the conference and the high-level events** and respective protocol arrangements, including for the high-level segment for Heads of State and Government only to be held from 1 to 2 November and the resumed high-level segment from 9 to 10 November will be issued in a follow-up message.

In order to provide a safe and healthy environment for all participants at the conference and the local population, the Government of the United Kingdom of Great Britain and Northern Ireland has **strongly recommended that all participants are fully vaccinated against COVID-19 prior to attending the conference**. As indicated in the notification of 28 June 2021, in recognizing the challenges that many countries face, the Government of the United Kingdom made an offer to provide vaccines to representatives of registered Parties, observers and media who are not able to be vaccinated in time to attend the conference.

Information on the logistical arrangements for the Conference can be found on the COP 26 Information for Participants webpage [here](#). The page will be updated regularly as soon as information becomes available. Please consult this webpage for updated and expanded information.



The information that is available at this time regarding conference preparations is also provided in the annexes to this notification. Any additional information, including on the full set of COVID-19 related security measures and in relation to travel regulations and other key information for participants, will be communicated and posted on the UNFCCC website in due course.

ORS will remain open for registration until the end of the conference. Online registration is the only official channel for nominating participants for the sessions. The secretariat cannot process nominations sent by any other method. Please ensure that accurate information is provided in ORS for **each delegate**.

ORS is available at <https://onlinereg.unfccc.int/>.

The user manual for ORS, which contains helpful information and guidelines on how to use the system, is available at https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf.

Requests for technical support can be emailed to onlinereg@unfccc.int.

Yours sincerely,

(Signed by)

Patricia Espinosa



Annex I

List of preparatory meetings¹

Least developed countries	25 – 26 October 2021 (To be confirmed)	Scottish Event Campus (SEC) Glasgow, United Kingdom (https://ukcop26.org/the-conference/venue/ , https://www.sec.co.uk/).
Small island developing States	27 – 28 October 2021 (To be confirmed)	
African Group	27 – 28 October 2021 (To be confirmed)	
Group of 77 and China	29 – 30 October 2021 (To be confirmed)	

Access to the premises for the preparatory meetings will be granted **only to participants confirmed in the ORS**. Consequently, the secretariat recommends that Parties **nominate and confirm their delegations** attending the preparatory meetings **in the ORS as soon as possible** and before the start of the preparatory meetings to avoid any problems with attending the meetings.

Participants in meetings held in the conference premises prior to the opening of the sessions other than those holding preparatory meetings will also have limited access to the conference premises.

¹ Updated information on the dates of the preparatory meetings will be communicated in due course.



Annex II

Credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement

In accordance with rule 19 of the draft rules of procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat no later than 24 hours after the opening of COP 26/ CMP 16/ CMA 3. Any later change in the composition of the delegation shall be communicated to the secretariat as early as possible.

The credentials must be issued by the Head of State or Government, by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim as the Head of State or Government or as the minister of foreign affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9, 36/CMP.1 and 2/CMA.1, only one set of credentials is necessary to cover the participation of Parties at COP 26, CMP 16 and CMA 3.

Original credentials, duly signed as indicated above and written in one of the six official languages of the United Nations,² **should be deposited** during COP 26, CMP 16 and CMA 3 **at the External Relations counter, located at the Information Desk in the conference venue**. To ensure proper handling and delivery to the repository, no other office or authority of the secretariat or the host country has been designated to receive credentials.

To acknowledge receipt of credentials, the badge of the delegate delivering the credentials will be scanned as receipt of the document. A list of valid credentials will be posted on the official site of the secretariat at <https://unfccc.int/process-and-meetings/conferences/glasgow-climate-change-conference>. The secretariat strongly recommends that Parties verify their credentials have been listed on the official site of the secretariat. In the event that they are not listed on the official site of the secretariat 48 hours following the deposit of credentials, please contact the External Relations Office of the UNFCCC. In accordance with rule 20 of the draft rules of procedure being applied, the Bureau will examine the credentials and submit its report to the COP.

Information concerning the appointment of representatives participating in the sessions that is communicated by fax, email, letter or note verbale from a ministry, embassy, permanent mission to the United Nations or other participating government office or authority or through a local United Nations office will not be considered as a credential.

² Credentials may be submitted in Arabic, Chinese, English, French, Russian or Spanish. To facilitate the examination of credentials, a courtesy translation into English would be appreciated if the credentials have been executed in another language.



Annex III

World Leaders' Summit and High-level segment of the session

First part of the high-level segment for Heads of State and Government (World Leaders' Summit)

The Prime Minister of United Kingdom of Great Britain and Northern Ireland has invited Heads of State and Government to participate in the World Leaders' Summit scheduled for Monday, 1 and Tuesday, 2 November 2021. During the World Leaders' Summit Heads of State and Government will have the opportunity to make national statements, which will form the first part of the high-level segment. Parties that were not able to deliver national statements during the World Leaders' Summit will be able to do so during the resumed high-level segment.

More information on the opening of the high-level segment and plans for Heads of State and Government on these days will be provided in due course.

Resumed high-level segment

The resumed high-level segment **for those Parties whose Head of State or Government did not deliver a national statement on 1 or 2 November** will be held on Tuesday, 9 and Wednesday, 10 November. Representatives of groups, ministers and other heads of delegation will be given the opportunity to deliver statements during the resumed high-level segment.

Registration of speakers for the high-level segment

The speakers list for the first part of the high-level segment for Heads of State and Government on 1 and 2 November 2021 and the resumed high-level segment on 9 and 10 November will be open for registration from Monday, 6 September 2021, to Friday, 15 October 2021. Registration forms for speakers are provided in annexes V and VI. Parties whose Head of State or Government wishes to deliver a national statement during the first part of the high-level segment on 1 and 2 November 2021 or whose minister or head of delegation and representatives of groups who wish to deliver a national statement during the resumed high-level segment on 9 and 10 November 2021 are requested to complete the respective forms **only** and return them **electronically** to the UNFCCC secretariat.

Registration for the speakers list of the first part of the high-level segment and the resumed high-level segment should be done exclusively using this form and addressed to the External Relations unit of the secretariat at copprotocol@unfccc.int. The completed registration form should be sent through the Ministry of Foreign Affairs (as represented by Permanent Missions to the United Nations or Diplomatic Missions in Germany or the United Kingdom) or the national focal point. The UNFCCC secretariat is not in a position to accept communications regarding the participation of speakers through other sources.



Annex IV

First Part of the High-Level Segment Registration Form – COP 26/CMP 16/CMA 3
(For Heads of State and Government only)

**List of speakers for the first part of the high-level segment, 1 and 2 November 2021
United Nations Climate Change Conference 2021
Glasgow, United Kingdom of Great Britain and Northern Ireland**

The speakers list for the first part of the high-level segment for Heads of State and Government will be open for registration from Monday, 6 September, to Friday, 15 October 2021, CET. Parties whose Head of State or Government will attend on Monday, 1 November, or Tuesday, 2 November 2021 and deliver a national statement are requested to complete this form electronically and return it to the External Relations unit of the secretariat at copprotocol@unfccc.int. Please note that this form is attached in a separate Word file for your convenience. Illegible or incomplete forms will be rejected. **Speaking slots will be communicated in due course. The list of speakers will be set up in the corresponding protocol order.**

Parties are reminded to include their Head of State or Government in the ORS in order for them to be listed as the head of delegation for the conference. Completion and submission of the registration form to speak at the first part of the high-level segment and inclusion in the list of speakers does not constitute being registered for the conference.

Party/country _____

Head of State or Government
H.E. (Mr./Ms.) (First name) (Middle initial) (Last name)

Title
(If available, please include translation in English)

Contact person* _____

Title of contact person _____

Institution _____

Telephone _____ Email: _____

Signature of the contact person _____ Date: _____

* Contact person should be able to liaise with the UNFCCC secretariat on the agenda of the Head of State or Government, changes in the order of speakers during the event, arrival, departure, etc.

Please return the completed form to the External Relations unit, UNFCCC secretariat, copprotocol@unfccc.int

Annex VI**Information for participants**

Official documents	Please consult the UNFCCC website at https://unfccc.int/ for all available documents.
Overview of the sessional period	A preliminary overview of the sessional period will be made available on the UNFCCC website at https://unfccc.int/ in due course and will be updated periodically.
Funding	<i>A separate communication on funding has been sent to all eligible Parties.</i>
Visas	Information on visas is available at https://www.gov.uk/browse/visas-immigration The registration acknowledgment letter emailed to all confirmed participants serves as the visa support letter. Additional information for conference participants is also available in the information note on visa arrangements dated 27 July 2021.
Accommodation	Please visit https://www.cop26-accommodation.com/ for more information.
Online nominations and registration	The ORS is open for Parties and observer States to nominate their representatives. Please confirm your delegation as soon as possible and well before the sessions.
Side events and exhibits	<p>As communicated on 15 June 2021, the application period for side events and exhibits was from 29 June to 2 July 2021. Due to the high level of interest in COP 26, the secretariat received a large number of applications for side events and exhibits. The number of side event applications received exceeded the number of available slots. Therefore, further applications will not be considered. However, in case of cancellations, a waiting list has been prepared. The link to the waiting list is available on this website. The eligibility and selection criteria are explained on this website.</p> <p>In light of the experience gained connecting wider communities using online tools, and in order to reduce the need for in-person attendance, <u>all exhibits at COP 26 will be organized online as virtual exhibits.</u></p> <p>Side events will be held from Wednesday, 3 November, to Saturday, 6 November and from Monday, 8 November, to Friday, 12 November. There will be no side events on Sunday, 7 November.</p> <p>Organizers, speakers, interpreters, participants and technical staff for side events and exhibits must be registered as representatives of Parties or admitted observer organizations for the sessions to ensure that they can access side events and exhibits. All information relating to side events and exhibits will be made available on the official website (https://seors.unfccc.int/applications/seors) as soon as the selection is finalized.</p>



<p>Vaccination</p>	<p>Participants are very strongly urged to get vaccinated against COVID-19 prior to attending the conference.</p>
<p>COVID-19 regulations</p>	<p>Participants will be required to fully comply with and adhere to COVID-19 health and safety regulations as mandated by the host country and the United Nations.</p>
<p>Room capacity restrictions</p>	<p>Although the venue is approximately the same size as in recent COPs, due to required physical distancing, seating capacity in meeting rooms will be reduced. Plenary seating will allow only 1+1 (one at flag, one behind) and high-attendance events will be ticketed, with other participants having the option of using one of the designated overflow rooms or following along through recasting. Due to increased hygiene/cleaning measures, meeting room usage hours may be impacted.</p>
<p>Registration at the conference venue</p>	<ul style="list-style-type: none"> • All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge. • Upon arrival to the venue (at the earliest on Thursday, 28 October 2021), participants will be requested to proceed to the registration desk during the hours indicated below to collect their badge for access to the conference premises. • The acknowledgment letter for participants’ nomination, available upon confirmation in the online registration system, and a valid passport or a nationally approved identification card should be presented to the registration staff for the issuance of their badge. • For up-to date information on dates and times for registration at the conference venue, please consult the Information for Participants that will be made available on the Conference page in due course • Early registration – before Saturday, 30 October 2021 – is highly recommended to avoid delays on the first day of the conference. • Multiple registrations for the conference are not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or a press/media representative).
<p>Access to the conference premises</p>	<p>Full access to the conference premises will be granted only as of Sunday, 31 October 2021.</p> <p>Any group holding meetings in the conference premises prior to the opening of the sessions other than those holding preparatory meetings will have limited access to the conference premises.</p>
<p>Conference facilities and services</p>	<p>Conference facilities and services are available from 8 a.m. to 8 p.m. for the duration of the conference.</p>
<p>Badges</p>	<p>An official UNFCCC conference badge is required to gain access to the premises. Badges are issued at the registration counter only on the basis of prior confirmation in the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p>



Press briefings	Parties and observer States wishing to hold press/media briefings during the sessions should inform the secretariat in advance of their intention to hold such briefings. This will facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office by email to pressconf@unfccc.int . Further requests for information on press conferences can also be sent to this email.
List of participants	The list of participants will reflect information as provided in the ORS during the registration process.
Code of conduct	Participation in UNFCCC sessions is governed by the relevant guidelines and policies, including the code of conduct, available at https://unfccc.int/about-us/code-of-conduct-for-unfccc-conferences-meetings-and-events. Parties and observer States agree to ensure compliance with such guidelines and policies upon nomination in the ORS. Individual participants agree to comply upon registering at the conference venue. UNFCCC events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UNFCCC event. The code of conduct defines prohibited conduct, provides examples of such conduct and outlines the process of submitting and addressing complaints.
Use of cameras and audio/video recording devices	The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue or an online conference platform are subject to guidelines linked to below and any other guidance or instructions deemed relevant by the secretariat or United Nations Security. Photographs may be taken, and video and audio recordings made by participants within the United Nations designated conference venue's public areas, such as lobbies and corridors, and meeting rooms (except during open and closed official meetings) provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area. Permission of those who will be recorded should be sought. The making of audio and video recordings during open and closed official meetings and in designated high-security zones is not permitted. The secretariat provides full audio and video recordings for all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are available from the secretariat's website. Please see further guidance at: http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf



<p>Electronic dissemination of information</p>	<p>The Daily Programme for the conference will be made available in electronic format only. A PDF version will be made available each morning on the UNFCCC conference website.</p> <p>Daily updates on the negotiations will be disseminated in electronic format. To facilitate access, the secretariat will include weblinks to these updates in the Daily Programme.</p> <p>Side event schedules will be announced on the UNFCCC website and the CCTV screens. Information on outside events may also be posted on the UNFCCC website. The secretariat strongly encourages that material be disseminated electronically only.</p>
<p>Disclaimer</p>	<p>Participants are strongly encouraged to obtain comprehensive international medical insurance for their period of participation. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p>Additionally, participants are personally responsible for any and all materials that they bring onto the conference premises. The United Nations and the UNFCCC secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such materials.</p> <p>In the interest of the security and safety of all participants and the smooth running of the conference, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises or to request registered participants to leave the premises. The UNFCCC secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises or are refused registration or access to the conference for which they have been nominated and/or registered as participants.</p>
